

REQUIREMENTS FOR CONDITIONAL USE PERMIT APPLICATION
VILLAGE OF MAHOMET

- _____ 1. **APPLICATION AND FEE** — Please pick up a Conditional Use Permit Request Application (attached) and pay the appropriate fee at the Village of Mahomet office. *The application must be complete.* This means that all of the following identified items must accompany the application.

- _____ 2. **USE PROPOSED** — Provide a clear and concise description of the conditional use that is desired.

- _____ 3. **SITE PLAN** — A scaled site plan must be submitted. The petitioner's engineer usually does this plan. It is a multiple page document that shows elevations, a grading plan, utility connections, site layout with references to neighboring properties, existing structures to remain or be removed, new structures to be erected, etc. Much of the items below can be addressed on the site plan. However, some information can be provided as attachments to the plan with written explanation and other drawings.

- _____ 4. **ELEVATION DATA** — pre-development elevation data and the grading plan should be a part of the site plan.

- _____ 5. **STORMWATER DETENTION** — If your development involves significant hard surface areas, a stormwater management plan should be submitted which details the size, type and location of detention facilities. Storm sewer and other storm drainage facilities should also be shown. Calculations showing compliance with the Stormwater Management Ordinance are required.

- _____ 6. **VILLAGE UTILITIES** — the site plan should show details of the connections to water mains and sanitary sewer mains. The site utilities should comply with the Village Sewer Use Ordinance and the Village Water Use Ordinance requirements.

- _____ 7. **OTHER UTILITIES** — The site plan should show the location of other utilities, such as gas mains, cable television, electric lines, etc.

- _____ 8. **MEASUREMENTS** — please provide width, length and area measurements for building spaces as well as the height of any proposed building, structure, sign, etc. Though the drawings are scaled, identification on the site plan is helpful. In particular, depict compliance with setback requirements.

- _____ 9. **ENTRANCES** — Please show the proposed driveway entrances in relation to any entrances to other facilities across the street. It is important that to the best extent possible, driveways line up with each other to reduce the traffic conflicts. The entrance(s) should comply with the Village Driveway and Culvert Ordinance requirements.

- _____ 10. **LANDSCAPING** — Please designate the type of surface covering areas of the site. This can partially be designated on the site plan. If any landscaping is intended to provide buffering for the neighboring properties, an explanation should be submitted. This can include a written statement and even pictures. For example, if a row of evergreen trees is to be planted through the length of side yard, this should be explained because the impact of the development on the neighboring properties is an issue for the approval of the request.
- _____ 11. **BUFFERING** — Please show the location of any buffering systems on the site plan or on an additional drawing. If a fence is to be built along a property line, please explain the height and type of fencing.
- _____ 12. **PARKING** — The Zoning Ordinance requires different numbers of parking spaces for different uses. Please show the location of parking spaces at the required size and designate those spaces that are to be handicapped spaces.
- _____ 13. **TRASH AREA** — Please explain where you intend to locate trash facilities; how large the area is; what size of trash receptacles you intend; and how you intend to shield it. For example, the site plan can show a 10 foot by 12 foot trash corral area while an inset shows a privacy wood fence with one six foot wide swinging door.
- _____ 14. **SITE LIGHTING** — The Village Ordinance mandates that off-site illumination be minimized to the extent possible. Please designate the location of lighting and the type of lighting to be used at each location. The interference with neighboring properties is a consideration for approval and proof of appropriate and adequate shielding is necessary.
- _____ 15. **TENANTS AND USES** — Please designate the specific tenants or type of tenants and uses your facility will have as tenants. Please show the leased areas on the site plan.
- _____ 16. **SIGNAGE** — Please submit scaled drawings of all proposed signage for the property. Please refer to the Zoning Ordinance for sign regulation and requirements.
- _____ 17. **BUILDING MATERIALS** — Please submit information concerning the exterior building materials. Exterior building elevations would also be desirable.
- _____ 18. **ZONING CRITERIA** — Provide justification as to why a conditional use permit should be granted for your request. Elaborate upon impacts to neighbors, traffic, benefit to community, etc.
- _____ 19. **OTHER** — Other information that would be helpful in reviewing this case is as follows: _____

_____ **20. OUTSIDE AGENCIES —** If review and/or approval of aspects of this development by any outside agency or other unit of government is necessary, provide information concerning the status of that review.

REVIEW STATUS

The status of documents for _____ conditional use permit request,

as of _____ is as indicated above.

Signed: _____
(Village of Mahomet)

N/A	This item is not required for this Conditional Use Permit request
OK	This item has been adequately addressed and is satisfactory.
DEFERRED	This item will be deferred at this time. It may be required later as more information is learned of the development.
REVIEW	This item has been submitted and is under review by the Village.
REVISION	This item has been submitted and was reviewed by the Village. Revisions are required before the Village will accept this document.
NEEDED	This item is required, but has not yet been submitted.